



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON MANNHEIM  
UNIT 29901  
APO AE 09086

IMEU-MAN-PW

NOV 21 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Minutes of 8 November 2005 Environmental Quality Control Committee (EQCC) Meeting

1. The EQCC meeting was held on 8 November 2005 at Sullivan Barracks. The EQCC Agenda Packet and Attendance Roster are enclosed.
2. Larry Scavone, Director of Public Works opened the meeting with announcements regarding On-/Off post recycling policies and the SORT Center. Mr. Scavone also commended the units their progress toward correcting environmental findings, almost all findings have been corrected.
3. Mary Kay Foley, Chief Environmental Management Division (EMD), presented the EQCC meeting agenda. The main topic was the presentation of the results of the 2005 Internal Environmental Management System (EMS) audit. The main presentation was given by Ms. Schoplick who summarized the findings of the first internal EMS audit that was conducted DPW-wide in October 2005. The presentation showing the detailed findings for each of the requirements from the ISO 14001:2004 is attached to these meeting minutes.
4. Ms Foley provided the following environmental updates:
  - a. A Hazardous Waste/Hazardous Materials Handbook is now available at the Environmental Management Division. Hardcopies will be distributed to all units handling Hazardous Substances after printing is complete. Electronic copies can be obtained from EMD.
  - b. Recycling supplies (paper pails, yellow bag holders, yellow bags) were issued during the EQCC meeting. Supplies are also available through EMD and the Self-help store. The EMD also has a "Recycling Roadshow" available— the EMD will come to your unit and talk about recycling on and off-post.
  - c. Good progress has been made towards correcting the external environmental performance assessment system (EPAS) findings. The EMD will notify commanders of findings which have not yet been closed.
  - d. Each unit is required to appoint an Environmental Compliance Officer (ECO). Appointment orders need to be updated. ECO training is now offered online. Handouts were distributed on how to access the on-line training.

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e. Ms. Foley reminded the participants that off-post residents are not authorized to dispose of trash on post.

f. The oil-water separator survey was completed. O&M will now begin to close separators. Units are required to wash their vehicles in the appropriate wash racks, not in the motorpools.

g. A Cultural Resources Management Plan is being developed to manage existing cultural resources on post.

h. A Cross Connection Survey has recently been completed.

i. Ms. Foley announced the EMD has free absorbent reuse equipment available for the units. The pollution prevention manager can be contacted for information about absorbent reuse equipment, DSN 381-7699.

j. EMD is currently preparing a website providing environmental information to the public.

5. The following items/documents were handed out during open discussion: Recycling Guide, EMS Policy, EMS "Just Do It" Card, SORT Center Fact Sheet, Hazardous Material Reuse Center Fact Sheet, EMD Media Manager list, Environmental Resource Disk, "Red Plan" for spill plan, Dumpster Stickers, instructions to access on-line ECO training, Spill response card, paper recycling bins and yellow bag holders / yellow bags, Off-post trash info sheet.

6. Ms. Foley closed the meeting, thanking all participants for their attendance. The next EQCC meeting is on 14 February 2006, 1400-1500, in the USO Conference Room, Sullivan Barracks, Mannheim.

7. POC is Mrs Mary Kay Foley, Chief, Environmental Management Division, DSN 381-8675/7699, email: mary.foley@us.army.mil

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LARRY E. SCAVONE  
Director of Public Works

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